

Basic Computer Skills Level 2

Provider: Alaska Housing Finance Corporation

Website

<https://www.ahfc.us/publichousing/gateway-education/class-calendar/>

Places: Anchorage

This course is designed for participants who have passed the Basic Computer Skills Level 1 course. By the end of this course, students will be able to navigate the Internet and understand basic Search engine use, use Dropbox, and demonstrate basic Microsoft Word, and PowerPoint skills.

Related Occupations

Billing and Posting Clerks
Cargo and Freight Agents
Data Entry Keyers
Information and Record Clerks, All Other
Insurance Claims and Policy Processing Clerks
Office Clerks, General
Order Clerks
Payroll and Timekeeping Clerks
Procurement Clerks
Production, Planning, and Expediting Clerks
Receptionists and Information Clerks
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
Social Science Research Assistants
Statistical Assistants
Word Processors and Typists

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